

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 9 November 1961

FROM : Deputy Chief, Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Tapes have been received from PSI for the first 10 lessons of the Syracuse NDEA Basic Russian course. These materials are being used in Basic Russian, Phase III.

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2. Work in Polish is increasing. [REDACTED] a native of Wilno, is able to help us to satisfy the requirements, although he himself is busy brushing up his own knowledge of the language. An employee from TSD is taking 6 hours weekly, with emphasis on reading. A more challenging request is the one received from [REDACTED]. They have requested 9 hours of instruction for an employee whose knowledge of Polish is inadequate for [REDACTED] translating needs. According to her supervisor, there was a strong possibility that she would be separated from that office; however, it has been decided to give her another opportunity to improve her job performance and part of this depends on her developing a more effective control of the Polish language. [REDACTED] will work closely with [REDACTED] to attempt to satisfy this delicate and difficult task.

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3. [REDACTED] is back on the job after a successful bout with pneumonia.

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4. [REDACTED] has come aboard in the Chinese Department. She will be an instructor in Mandarin Chinese, having spent 9 years teaching Mandarin at the Army Language School in Monterey. Her first job will be helping to prepare the tapes, drills and dialogues in the Agency course in Mandarin Chinese now under preparation.

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5. Upon the arrival of three new storage cabinets for language proficiency tests, [REDACTED] transferred twenty-one tests to the new facility. The remaining tests continue to

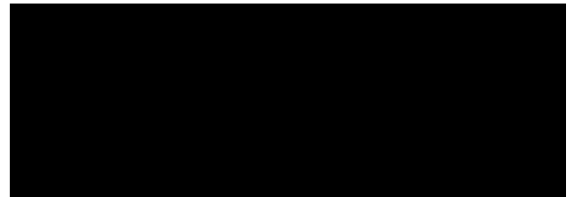
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be stored on open shelves pending ordering of three additional cabinets.

6. During the past week thirteen written proficiency tests were given in Chinese, Czech, Greek, Persian, Portuguese and Turkish. Eight of the candidates were from DD/P and five from other components.

Eighteen oral proficiency tests in Chinese, Czech, Dutch, Greek, Norwegian and Spanish were given during the past week. Ten of the candidates were from DD/P and eight from other components.

Thirty-four Language Award certificates were forwarded to the Registrar this past week.



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